

IN THE COURT OF APPEALS OF MARYLAND

ORDER CREATING AND CONTINUING THE
CONFERENCE OF CIRCUIT COURT CLERKS

WHEREAS, A Conference of Circuit Court Clerks has served to provide advice aiding in the Court of Appeals' oversight responsibilities under Maryland Constitution, Article IV, § 10, through the Administrative Office of the Courts pursuant to rules adopted by the Court with respect to operations of the offices of the clerks of the circuit courts, and aiding the Chief Judge of the Court of Appeals in the administration of the Judicial Branch generally; and

WHEREAS, The Conference has recommended the expansion of its membership; and

WHEREAS, It is appropriate to do so, as well as to formalize the existence of the Conference by Administrative Order;

NOW, THEREFORE, I, Robert M. Bell, Chief Judge of the Court of Appeals and administrative head of the Judicial Branch, pursuant to the authority conferred by Article IV, § 18 of the Constitution, do hereby order this 15th day of December, 1999, effective immediately, that:

(A) *Definitions.*

(1) *In general.* In this Order the following words have the meanings indicated.

(2) *Clerk.* "Clerk" means a clerk of the circuit court for Baltimore City or other county.

(3) *Conference.* "Conference" means the Conference of Circuit Court Clerks.

(B) *Creation.* There is a Conference of Circuit Court Clerks, created to act as liaison for the Court of Appeals, the Chief Judge of the Court of Appeals, the clerks, and the Administrative Office of the Courts.

(C) *Membership.*

(1) Subject to the limitations in paragraphs (2) through (4), the Conference shall consist of:

- (i) eight members chosen by all of the clerks and chief deputy clerks;
- (ii) three members appointed by the Chairperson of the Conference; and
- (iii) an employee of the Administrative Office of the Courts, appointed by the Chief Judge of the Court of Appeals.

(2) Except for the appointee of the Chief Judge, every member must be either a clerk or chief deputy clerk of a circuit court.

(3) Each judicial circuit shall be represented by at least one member.

(4) At least three members must be chief deputy clerks.

(D) *Terms.*

(1) The initial members shall be those serving as of the effective date of this Order.

(2) Subject to paragraph (1), the term of a member chosen by the clerks and chief deputy clerks shall be two years and begins on July 1 of each odd numbered year.

(3) Subject to paragraph (1), the term of a member appointed by the chairperson of the Conference is two years and begins on July 1 of each even numbered year. At the end of a term, a member appointed by the chairperson of the Conference serves until a successor is appointed.

(4) The member appointed by the Chief Judge serves at the pleasure of the Chief Judge.

(5) In the event of a vacancy in the Clerk or Chief Deputy Clerk membership, the chairperson shall appoint a member to fill the vacancy for the remainder of the term and until a successor shall be chosen as provided above.

(E) *Officers.*

(1) The clerks and chief deputy clerks shall elect a chairperson and vice chairperson of the Conference.

(2) In the absence of the chairperson, the vice chairperson shall act as chairperson.

(F) *Quorum; Meetings; Staff.*

(1) A majority of the authorized members of the Conference is a quorum.

(2) The Conference shall meet at least 4 times a year, in Annapolis, at the times the Conference determines.

(3) The Administrative Office of the Courts shall serve as secretariat to the Conference.

(G) *Duties.* The Conference shall meet to:

(1) exchange ideas and views on matters relating to the operations of the offices of clerks;

(2) promote and improve the proficiency of the offices of clerks through recommendations as to matters such as long range strategic planning, effective management, and clerk training;

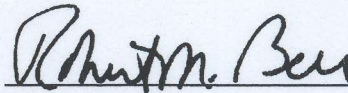
(3) make recommendations to the Court of Appeals, the Chief Judge of the Court of Appeals, the Conference of Circuit Judges, and the Administrative Office of the Courts as to legislation or policies intended for the improvement of operations of the offices of clerks or other parts of the Judiciary as their operations may affect the offices of clerks;

(4) assist the Chief Judge of the Court of Appeals and the Administrative Office of the Courts in the preparation of the budget proposed for the Judicial Branch to the extent it relates to the operation of the offices of clerks;

(5) in accordance with the procedures for consideration of legislation by Judicial

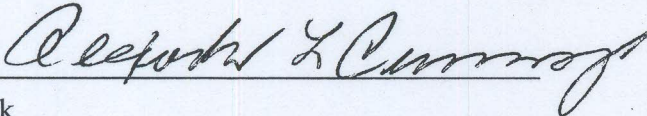
Branch units, consider and make recommendations to the Maryland Judicial Conference on legislation introduced in the General Assembly that may affect the operations of the offices of clerks; and

(6) provide advice on such other matters as the Court of Appeals, the Chief Judge of the Court of Appeals, the Conference of Circuit Judges, or the Administrative Office of the Courts may request from time to time.

A handwritten signature in dark ink, appearing to read "Robert M. Bell", written over a horizontal line.

Robert M. Bell

Filed: December 15, 1999

A handwritten signature in dark ink, appearing to read "Clifford L. Cunningham", written over a horizontal line.

Clerk

Court of Appeals of Maryland